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## MassCareers Job Opportunities

**Executive Order #595 requires Executive Department employees to have received COVID-19 vaccination or to have been approved for exemption as a condition of employment. Finalists will be given details about how to demonstrate receipt of vaccination or request an exemption due to a sincerely held religious belief or if the vaccine is medically contraindicated.**

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## Job Description

**Reinstatement Analyst I - Service  
Purchases - (210009NV)  
Description**

***Office of the State Treasurer and  
Receiver General***

***Position Description***

**Department:** State Board of Retirement -  
Service Purchases

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**Reports to:** Benefit Administration Manager

**Title:** Reinstatement Analyst I - Service Purchases (RBA I-B)

**About the Office of the Massachusetts State Treasurer and Receiver General ("Treasury")**

Our mission is to manage and safeguard the State's public deposits and investments through sound business practices for the exclusive benefits of our citizens, and perform these duties with integrity, excellence, and leadership. Additionally, we strive to provide economic opportunity, stability, and security for every Massachusetts resident.

We are committed to excellence in recruiting, hiring, and retaining diverse and qualified individuals. We value the culture of diversity and professionalism in the workplace, and strongly believe that our workforce should reflect our community.

<https://www.surveymonkey.com/r/FM68GFV>

**PURPOSE OF POSITION**

The Massachusetts State Retirement Board (MSRB) administers a defined benefit pension plan for eligible Commonwealth employees, retirees, and eligible employees from other authorized entities.

The Reinstatement Analyst must accurately review, process and administer various types of creditable service purchase and related requests from members of the State Employees' Retirement System as

permitted by plan rules. By demonstrating satisfactory success in this position, a candidate may then be given additional responsibilities within the MSRB.

## **ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

- Develop thorough understanding and technical knowledge of various types of service purchase requests and related eligibility criteria under retirement plan rules
- Provide prompt phone and in-person counseling in order to answer member inquiries
- Research requests for establishing creditable service, reinstating previously refunded time, out of state teaching, military service, and service with other cities and towns
- Develop skills to understand and calculate creditable service and relationship to retirement benefits
- Verify salaries and service histories with various state agencies and local retirement boards
- Communicate with other retirement boards on participant salaries; refund breakdowns; service and liabilities of their members attempting to establish creditable service with the MSRB
- Develop knowledge related to understanding and the administration of retirement benefits under G.L. c.32
- Develop skills necessary to integrate and become proficient with OnBase ECM system in order to successfully process member purchases of creditable service and other types of system transactions
- Ability to work with high volume case load
- Prepare matters for Board review where necessary.

## OTHER DUTIES AND RESPONSIBILITIES

- Adhere to Treasury and Board employment policies
- Other duties as assigned by the Benefit Calculation / Service Purchase Manager

## Qualifications

## KNOWLEDGE AND SKILLS

- Associate's Degree; Bachelor's degree preferred
- Minimum of 2 years of experience in the field of employee benefits, payroll processing, accounting, or finance
- Demonstration of responsive and high-level customer service skills and ability to work collaboratively
- Intermediate to proficient skill level with Microsoft's Office suite of products including Excel, Word, and Power Point
- Excellent mathematical skills
- Analytical, focused, highly organized, detail oriented and enjoys research
- Ability to develop working knowledge of retirement plan rules under Mass General Laws Chapter 32, Board regulations, and policies.
- Develop skills to utilize MARIS computer software
- Self-motivated, positive attitude, and ability to work independently and remain focused on tasks through completion with the ability to adhere to strict processing deadlines

Visit our [career page](#) to learn more about our culture or follow us on social [@TreasuryLifeMA](#) to see first-hand

why Treasury employees feel we are a great place to work.

Not the job for you? That is okay! Join our [Talent Network](#) and receive emails when new positions open at Treasury.

**Official Title:** Reinstatement Analyst I  
**Primary Location:** United States-Massachusetts-Boston-1 Winter Street  
**Job:** Accounting and Finance  
**Agency:** Off of State Treas & Rec Genl  
**Schedule:** Full-time  
**Shift:** Day  
**Job Posting:** Nov 2, 2021, 8:34:56 AM  
**Number of Openings:** 1  
**Salary:** 43,000.00 - 50,000.00 Yearly  
**If you have Diversity, Affirmative Action or Equal Employment Opportunity questions or need a Reasonable Accommodation, please contact Diversity Officer / ADA Coordinator:** Kerley Aime - 6173679333

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